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ZONTA A

Chief, Management Staff

26 September 1956

Chief. O&M Staff, DD/P Area

Area Weekly Report for Period 20 September Through 26 September

1. Accomplishments:		
25X1A9A	Employee Suggestion #1926, Change in Heading on Cable Forms	
25X1A9A	MS-985, Changes in Station T/O	25X1A6 A
	MS-990, EE, Changes in Station T/O, 4 Positions	25X1A6 A
	MS-996, EE, Transfer of Positions in Station, 3 Positions	25X1A6 A
	MS-1010, ME, Transfer and Upgrading of Position BGF-378, 2 Positions	A
	MS-997, ME, Changes in Station T/O, 4 Positions	25X1A6 A
	MS-986, TSS, Request for Relocation of Positions	
	MS-974, RE, Reallocation of Positions in Base, 2 Positions	25X1A6
	HS-994, RR. Revision of Station T/O. 5 Positions	25X1A6 A
	MS-1003, EE, Transfer of Position BGF 1173, 1 Position	
	MS-993, ME, Changes in Station T/0, 1 Position	25X1A6 A
	MS-989. EE. Changes in Station T/O, 1 Position	25X1A6 A
	MS-1017, ME, Upgrading of Position BGF-1039, 1 Position	

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25X1A9A			MS-1005, NEA, T/O Change, (Position Me. BE 507), 1 Position	
			MS-983, MMA, Establishment of 1 Position	25X1A6
			MS-988, SR and FE, Fransfer From SR to FE, 1 Position	Α
			Regulation dated 21 Harch 1952 be Rescinded	25X 1
	Training -			
	(1) Bi-weekly disc ments in management field		a carried on concerning recent develop hours.	:
25X1A9A		t Grad	I the initial class session of Advance Suste School, American University. rs.	đ
2.	Current Assignments:			
25X1A9A		(1)	MS 6-42, CS Information Reports Distribution Analysis and Procedures	
		(2)	MS 6-50, ES-2298, Pouch Registering Procedure	
		(3)	MS 1015, SE, Establishment of Motor Vehicle Position. Station. 2 Pesitions	25X1A6 A
		(4)	MS 1016, PP Staff, Conversion of Slot, 1 Position	
25X1A9A		(1)	MS 6-53, Analyses of FI Organization	
		(2)	MS 979, EE, Transfer and Relocation of Finance Positions, 3 Positions	
		(3)	MS 992, EE, Changes inT/O, 1 Pesition	25X1A6 A
		(4)	M8 995, WH, Reclassification of Position in T/O,	25X1A6 A

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	(5)	MS 998, TSS, Request for Additional Civilian Positions, ? Positions
	(6)	MS 999, Commo Establishment of 5 New Positions
	(7)	MS 1001, EE, Changes in 25X1A6 Station T/O, 1 Position A
	(8)	MS 1006, EE, Organi- 25X1A6 sational Changes, 1 Position A
	(9)	MS 1014. EE, Reallocation of Position 3GF 719, 1 Position 25X1A6
	(10)	
	(11)	ES 2071, Employee Suggestion Identify- ing References in Dispatches
25X1A9A	(1)	MS 975, MEA, T/O Change, 3 Positions
	(2)	MS 980, FE. Deletion of Slots, 12 Positions
	(3)	MS 981, T/O Change, FE/ 18 Positions 25X
	(4)	MS 1000. FE. Transfer of Support Base Section From FE/ Headquarters to FE 25X Support T/O. 4 Positions 25X1A8
	(5)	MS 1002, FE Establishment of A Within Chief, FE, 6 Positions
	(6)	MS 1013, NEA, Establishment of 10 FI GS-12 Position - Fereign Intelligence Staff, 1 Position
	(7)	MS 1015. SE, Establishment of Motor Vehicle Position. Station. 25X1A6 2 Positions
25X1A9A	(1)	MS 5-38, T/O System Analysis, Manpower Control
	(2)	MS 6-30. ID/P Forms Program
	(3)	MS 6-32, Fellow-up on National Agency Name Check Project
	(4)	MS 6-34, DD/P Reports Management Program

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- (5) MS 6-44, Administrative Burden at Small Stations
- (6) MS 6-46. DD/P Business Machine Facilities - (This project was never initiated and will not be reported again until it is reactivated)
- (7) ES 2125, Transmittal of Reference Documents

25X1A9 A